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| TEACHER:  |       | NORTH EAST SCHOOL DISTRICT | BUILDING:  |       |
| DEPARTMENT: |       | EQUIPMENTORIGINAL, ADDITIONAL, REPLACEMENT | DATE:  |       |
| SUBJECT: |       | 752, 762, 756, 766 |  |
| GRADE: |       | ONE SUPPLIER PER PAGE |  |
| CATALOGUE NO & DATE:  |       |
|  |  |
| **Page No.** | **Article Name or Description** | **Catalog Item Number** | **Unit of Measure** | **Quantity Requested** | **Unit Price** | **Total Price** |
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| MANUFACTURER/SUPPLIER Name: |  | **SUBTOTAL** |  |
| **Address:** |  | **SHIPPING & HANDLING** |  |
| **City, State, & Zip Code:** |  |  |  |
| **Telephone Number:** |  | **Fax Number:**  | **TOTAL THIS PAGE** |  |
| **REQUEST REVIEWED BY DEPT. CHAIR: APPROVED: DISAPPROVED:­­­­**  **DATE:**   |
| REQUEST REVIEWED BY PRINCIPAL: APPROVED: DISAPPROVED: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. | Two copies distributed following administrative approval/funding: |
|  | Department Chairperson |
|  | Teacher |
| ACCOUNT CODE:  |       | Principal retains original copy. |